

Parent/Guardian Information and Consent

Student participation in the King's College London University Futures programme requires consent from the parent or guardian.

By paying the programme fee the parent/guardian accepts the terms contained within the parent/guardian consent form.

Summary of responsibilities

Parent/guardian - It is the responsibility of the parent/guardian to:

- Review this document and the website information to ensure they understand the nature of the programme their child is enrolling into and it's suitability for them.
- Recognise that a certain level of maturity, independence and responsibility is required of students to participate in the programme successfully and adhere to the student code of conduct.

Summer Programmes staff - It is the responsibility of Summer Programme staff to:

- Ensure that throughout the programme students are supervised and supported to get the most out of the experience.
- Provide emergency contact details to all parents and students for use during the programme.

Safeguarding

- All tutors on our under 18's summer programmes are required to have an enhanced DBS check valid within the last 3 years.
- All student ambassadors working on our under 18's summer programmes are required to have an enhanced DBS check valid within the past 3 years.
- Members of the Summer Programmes team are NSPCC trained Safeguarding Officers.

Supervision, attendance and wellbeing:

- Students will be supervised throughout the programme by a team of trained Summer Programmes ambassadors and tutors.
- There is no unsupervised free time during the programme.
- Regular registers of attendance will be taken to account for all students throughout the programme. If a student fails to turn up for the start of a class or activity then a Summer Programmes team member will contact the student directly. In the case that the student does not respond the Summer Programmes team will contact the parent/guardian emergency contact.
- During the programme students can speak to any member of the Summer Programmes team or Summer Programmes ambassadors about any concerns or questions. There will always be members of the Summer Programmes team on site and the Summer Programmes office can be found on the Strand campus or contacted on +44(0) 20 7848 1533.
- Students will have the pastoral support of a dedicated Summer Programmes ambassador (max 1:8 ratio) and this ambassador will provide a detailed orientation on arrival day and be the first point of contact to assist with students' concerns throughout the programme.

Communications and social media:

- Parents and guardians are required to give at least 24 hours' notice if they require their child to miss any part of the scheduled programme. It is advised that this is only requested in exceptional circumstances. No student

will be allowed to leave campus until the parent/guardian or nominated adult signs them out from the programme in person.

- All parents should be aware that for the purposes of supervision and effective communication students may join What's App groups with their class/pastoral group and their assigned student ambassador, who will use their personal mobile number. This should be used for essential information only (updated meeting times, locations etc.) and the conversation history will be available to the University Futures Programme Manager upon request.

Student information:

- We will email students key information about their programme in the lead up to the start date. The email address we use will be the one that was given at the time of application. Students can edit this email address via the King's Apply portal.
- In order to ensure the safety, security and enjoyment of all students on our under 18's summer programmes it is important that we collect key information, such as emergency contact details. This will be collected via the pre-arrival online enrolment task that will be sent to all students. Parents/guardians need to make sure the contact details are completed correctly and that the person listed can speak English and is available to be contacted for the duration of the programme.
- It is the responsibility of the parent/guardian and student to ensure that the Summer Programmes team are informed of any additional medical or dietary needs that need to be met during the programme. The Summer Programmes team will only share this information with relevant staff members as needed to ensure the safety of the individual student.

Image usage:

- The Summer Programmes team may document some of the programmes with photos and video. These are used primarily for promotional purposes or to distribute to participants as keepsakes from the programme.
- By paying the programme fees you give consent for King's College London to take photographs and video of participants whilst on the programme. If you are unwilling to authorise this please send us an email explaining that you wish to opt-out of this process. Emails should be sent to summer@kcl.ac.uk.

Insurance and Medical support:

- This programme fee includes basic medical and emergency insurance cover from the start of the programme in London. However, we strongly advise all applicants to speak with appropriate travel/medical insurers to identify and take out the appropriate level of insurance to cover their individual needs and requirements.
- If students require any medical attention they will be supported in seeking the appropriate care from a local pharmacy, the KCL health service or an NHS walk in clinic. If relevant, it is the parent/guardian's responsibility to ensure that adequate medical insurance has been arranged to cover any charges that may be incurred.

Physical activity

- Please note that students may take part in physical activities, including team sports led by members of the King's Sport team. Please review the Health Commitment Statement (see end of document) and by paying the programme fees you are consenting to the student's participation in physical activities if they wish to do so.

Student behaviour:

- King's College London wants every student to benefit from the experience so all participants will be expected to show responsible behaviour, as well as respect for the rights of other students and Summer Programmes staff.

- All students must abide by the **Student Code of Conduct** (see end of document), which covers the main rules and regulations of the programme including our zero tolerance policy for the purchase, possession or consumption of alcohol or drugs at any time during the programme.
- Parents must ensure they have reviewed the Student Code of Conduct and discussed it with their child.
- In the event of serious incidents of misbehaviour, such as fighting, abuse of any kind or the use of illegal substances, the student(s) concerned will not be allowed to continue on the Summer School and their parents/guardian will be contacted for withdrawal from the programme. It will then be the responsibility of the parent/guardian to make arrangements for collection from the College and for travel home.
- The College will accept no liability or cost associated with removal from the programme as a result of breaking the Code of Conduct or in the event of serious incidents of misbehaviour.

Declaration by parent/guardian

I acknowledge that by paying the programme fee I am agreeing to the following:

- I agree that the named student may attend the University Futures programme and all associated activities, at King's College London.
- I give consent for the named student to participate in activities organised by King's Sport. We have reviewed the Health Commitment Statement document.
- I give the staff of the KCL Summer Programmes team the permission to seek appropriate and timely medical care for my child or ward named below in case of emergency while in attendance at the event.
- I have read the Student's Code of Conduct Agreement and agree for the named student to be removed from the programme if he/she is found to be in breach of the rules and regulations of the Programme.

Student Code of Conduct

Overview

All students on the University Futures programme must abide by the rules and regulations of the programme, as set out in this code of conduct. Participation in the programme requires the review and acceptance of the terms of this code of conduct.

Expected behaviour

King's College London wants all students to benefit from their summer programme and to enjoy this new experience. The university expects that students will act in a sensitive, considerate and responsible manner at all times. You will also be expected to show respect for the rights of other students and all Summer Programmes staff. The university does not tolerate any verbal or physical conduct that demeans others because of their race, gender, ethnic background, religion or sexual orientation.

Rules and Regulations

For health and safety reasons, and for all students to have the opportunity to benefit from and to enjoy the programme, the following rules and regulations will be in operation:

- Students must attend all programme activities.
- Students are expected to engage seriously in their course through class participation and the completion of any assigned work. Disruptive behaviour will not be tolerated.
- Students are not allowed to leave the Summer School site without their assigned supervising ambassador or tutor.
- There will be separate male and female accommodation areas. Males and females are required to keep to their own accommodation areas.
- Students are expected to follow any emergency procedure, such as a fire drill, as directed by Summer Programmes staff.
- Mobile phones must be switched off during all timetabled sessions and activities, unless otherwise directed.
- Alcohol must NOT be brought onto the Summer School site or consumed at any point (on or off site) during the Summer School.
- The purchase or use of any illegal substances is strictly forbidden.
- The purchase of alcohol or tobacco products is strictly forbidden for anyone under the age of 18.

<https://www.gov.uk/alcohol-young-people-law>

First day guidelines

On the first day of the Summer School, staff will explain some additional rules and regulations that will apply to activities currently being planned. It is expected that you will adhere to them for your own health and safety, and that of other students and staff.

Misconduct

Failure to behave appropriately, or to comply with the above rules and regulations, will result in a verbal warning and informing the parent/guardian (depending on the nature of the misdemeanour). If the misconduct is repeated, or for incidents of a serious nature, parents and/or the student's school will be contacted and this may result in exclusion from the programme.

Serious incidents of misbehaviour

In the event of serious incidents of misbehaviour, such as fighting, abuse of any kind or the use of illegal substances, the student(s) concerned will not be allowed to continue on the Summer School and their parents/carers will be contacted for withdrawal from the programme. No portion of the programme fee will be refunded to a student who has been dismissed.

All students are asked to acknowledge and accept the terms of this code of conduct agreement before they confirm their place on the programme. Students will also be reminded of this Code of Conduct at the start of the programme.